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## NOTICE OF MEETING

## FAY PARK ADVISORY COMMITTEE

Monday, June 28, 1999, 6:00 P.M.

McLaren Lodge, Golden Gate Park

Fell and Stanyan Streets

San Francisco, CA 94117

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## AGENDA

DOCUMENTS DEPT.

JUN 21 1999

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Government Information Center  
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REFERENCE BOOK

to be taken from the Library

e Members

I Sunshine Ordinance

s

ons

President

Vice President

Recording Secretary

06-21-99ATT:19 RCVD

## 8. Setting Of Meeting Date, Time And Place

## 9. Adjournment

Accessible MUNI line serving this location is the #71 Noriega. Oral interpreters are available by contacting Deborah Leamer at (415) 831-2741. Sign language interpreters are available on request by contacting Tim Lillyquist at (415) 831-2774 at least two working days prior to the meeting. The TDD phone number for the Recreation and Park Department is (415) 554-8922. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call Tim Lillyquist at (415) 831-2774 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Lodge, Golden Gate Park  
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FAX: (415) 666-7130  
Phone: (415) 831-2700

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## NOTICE OF MEETING

### FAY PARK ADVISORY COMMITTEE

Monday, June 28, 1999, 6:00 P.M.  
McLaren Lodge, Golden Gate Park  
Fell and Stanyan Streets  
San Francisco, CA 94117

### AGENDA

1. Roll Call
2. Introduction Of Committee Members
3. Review Of Brown Act And Sunshine Ordinance
4. Discussion Of Guidelines
5. Staff Report – ADA Access
6. Staff Report – Fence Options
7. Election Of Officers:      President  
   Vice President  
   Recording Secretary
8. Setting Of Meeting Date, Time And Place
9. Adjournment

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JUN 21 1999

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06-21-99A11.19 RCVD

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**NOTICE OF MEETING**

**FAY PARK ADVISORY COMMITTEE**

Monday, June 28, 1999, 6:00 P.M.  
McLaren Lodge, Golden Gate Park  
Fell and Stanyan Streets  
San Francisco, CA 94117

**REVISED AGENDA**

1. Roll Call
2. Introduction Of Committee Members
3. Review Of Brown Act And Sunshine Ordinance
4. Discussion Of Guidelines
5. Staff Reports:
  - ADA Access
  - Fence Options
  - Volunteer Activities
  - Other
6. Discussion and Possible Action:  
Election Of Officers: President  
Vice President  
Recording Secretary
7. Discussion and Possible Action:  
Nomination of Landscape Architect, Architect, and Historic  
Preservation Representative to Advisory Committee
8. Setting Of Meeting Date, Time And Place

06-28-99P04:09 RCVD

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JUN 28 1999

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## Fay Park Advisory Committee

### 9. Public Comment

At this time members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.

### 10. Adjournment

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#### **KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE**

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For further information contact the Planning Office at 415-831-2740.



## NOTICE OF PUBLIC MEETING

### FAY PARK ADVISORY COMMITTEE

Wednesday, July 21, 1999, 5:30 P.M.

Telegraph Hill Neighborhood Center  
660 Lombard Street (between Powell & Mason)  
San Francisco, CA 94133

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JUL 19 1999

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### AGENDA

1. Roll Call
2. Approval of Minutes of June 28, 1999.
3. Review Of Brown Act and Sunshine Ordinance to clarify questions.
4. Discuss the establishment of by-laws which will govern committee operations.  
- Staff to present outline.
5. Discussion: Fundraising
6. Discussion and possible action on the establishment of a roster of committee members with description of respective organization.
7. Staff Reports:
  - Rehabilitation plan - outline
  - Fence status/ Hazardous material review update
  - Volunteer access to garden update; (dates/hours)
  - General volunteer activities
  - Other; (additional irrigation equipment)
8. Review Of Meeting Date, Time And Place
9. New Business
10. Public Comment  
At this time members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.

## 11. Adjournment

Accessible MUNI line serving this location are the #15 Third Street, #39 Coit Tower (both accessible) and #30 Stockton as well as the Powell-Mason cable car. The closest BART station is located at Montgomery and Market. Oral interpreters are available by contacting Deborah Learner at (415) 831-2741. Sign language interpreters are available on request by contacting Tim Lillyquist at (415) 831-2774 at least two working days prior to the meeting. The TDD phone number for the Recreation and Park Department is (415) 554-8922. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call Tim Lillyquist at (415) 831-2774 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

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McLaren Lodge, Golden Gate Park  
501 Stanyan Street  
San Francisco, CA 94117  
Phone: 415-831-2740/Fax: 415-666-7130  
E-Mail: [Deborah\\_Learner@ci.sf.ca.us](mailto:Deborah_Learner@ci.sf.ca.us)***

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## NOTICE OF PUBLIC MEETING

### FAY PARK ADVISORY COMMITTEE

Wednesday, August 18, 1999, 5:30 P.M.

Telegraph Hill Neighborhood Center  
660 Lombard Street (between Powell & Mason)  
San Francisco, CA 94133

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AUG 13 1999

#### AGENDA

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1. Roll Call
2. Approval of Minutes for July 21, 1999.
3. Discussion and possible action on the Committee by-laws titled "Administrative Procedures for Fay Park Advisory Committee".
4. Discussion regarding the establishing of a Staff recognition award.
5. Discussion of docent program.
6. Discussion and possible action regarding the fence design (east property line).
7. Discussion and possible action re: Fund Raising
  - Review draft fund raising policy, fiscal agent(s) and committee's role on fund raising.
  - Request for fund review- request to accrue interest earnings to request.
8. Staff Reports:
  - Garden Management/ Rehabilitation Plan review
  - Hazardous materials testing and report
  - General volunteer activities
  - Discussion on the status of the house
  - Discussion on non-profit operation of Garden
  - Other;
9. New Business

## 10. Public Comment

At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.

## 11. Adjournment

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**McLaren Lodge, Golden Gate Park**  
**501 Stanyan Street**  
**San Francisco, CA 94117**  
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## NOTICE OF PUBLIC MEETING

### FAY PARK ADVISORY COMMITTEE

Wednesday, September 15, 1999, 5:30 P.M.

Telegraph Hill Neighborhood Center  
660 Lombard Street (between Powell & Mason)  
San Francisco, CA 94133

DOCUMENTS DEPT.

SEP 13 1999

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#### AGENDA

1. Roll Call
2. Approval of Minutes for July 21, 1999.
3. Approval of Minutes for August 18, 1999.
4. Discussion and possible action on the Committee by-laws titled "Administrative Procedures for Fay Park Advisory Committee".
5. Staff Reports:
  - Rehabilitation Plan review/Garden Management
  - Hazardous materials testing
  - Volunteer activities
  - Report on the status of the house
6. Discussion regarding the fence design (east property line).
7. Discussion and possible action regarding the Committee's role on fundraising.
8. New Business
9. Public Comment

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10. Adjournment



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OCT 14 1999

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## NOTICE OF PUBLIC MEETING

### FAY PARK ADVISORY COMMITTEE

Wednesday, October 20, 1999, 5:30 P.M.

Telegraph Hill Neighborhood Center

660 Lombard Street (between Powell & Mason)

San Francisco, CA 94133

### AGENDA

1. Roll Call
2. Approval of Minutes for September 15, 1999.
3. Staff Reports:
  - Rehabilitation Plan review/Garden Management
  - Hazardous materials testing
  - Volunteer activities
  - Report on the status of the house
4. Discussion regarding the fence design (east property line).
5. Docent program outline review
6. Report by The Friends of Fay Garden
7. New Business
8. Public Comment

At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.
7. Adjournment



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## NOTICE OF PUBLIC MEETING

### FAY PARK ADVISORY COMMITTEE

Wednesday, December 15, 1999, 5:30 P.M.

Telegraph Hill Neighborhood Center  
660 Lombard Street (between Powell & Mason)  
San Francisco, CA 94133

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DEC 10 1999

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### AGENDA

1. Roll Call
2. Approval of minutes for October 20, 1999
3. Staff report:
  - Rehabilitation plan update
  - Garden management report
  - Volunteer activities
  - Fay Berrigan family representative
4. Discussion regarding the bequest account
5. Discussion and possible action on fence design (east property line)
6. Docent program outline review
7. Report by The Friends of Fay Garden
8. New Business
9. Public Comment

At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.
10. Adjournment

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## NOTICE OF PUBLIC MEETING

### FAY PARK ADVISORY COMMITTEE

Wednesday, February 16, 1999, 5:30 P.M.

Telegraph Hill Neighborhood Center  
660 Lombard Street (between Powell & Mason)  
San Francisco, CA 94133

#### AGENDA

DOCUMENTS DEPT.

1. Roll Call
2. Approval of minutes for December 15, 1999
3. Staff report:
  - Rehabilitation plan update- action project
  - Garden management report
  - Volunteer activities
4. Update regarding the bequest account
5. Discussion and possible action on fence design (east property line)
6. Discussion regarding the entry gate and balustrade design
7. Docent program update
8. Report by The Friends of Fay Garden
9. Discussion of House Guidelines
10. New Business

#### 11. Public Comment

At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.

#### 10. Adjournment

Caren Lodge, Golden Gate Park  
10 Stanyan Street  
San Francisco, CA 94117-1898

FAX: (415) 666-7130  
Phone: (415) 831-2700

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## NOTICE OF PUBLIC MEETING

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APR 13 2000

### FAY PARK ADVISORY COMMITTEE

SAN FRANCISCO  
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Wednesday, April 19, 2000, 5:30 P.M.  
Telegraph Hill Neighborhood Center  
660 Lombard Street (between Powell & Mason)  
San Francisco, CA 94133

### AGENDA

1. Roll Call
2. Approval of minutes for March 15, 2000
3. Staff report:
  - Rehabilitation plan update- action project
  - Garden management report
  - Volunteer's update
4. Discuss and possible action to approve the east property line fence design. This action item is to approve specific design details for the wooden fence concept.
5. Discussion on interest earnings related to the bequest account.
6. Discussion of House Guidelines.
7. Discussion and possible action to adopt the finding in the Friends of Fay Garden's Winter Forum summary report.
8. Discussion regarding the balustrade design
9. Report by The Friends of Fay Garden
10. New Business
11. Public Comment

At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.
10. Adjournment

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## **NOTICE OF PUBLIC MEETING**

### **FAY PARK ADVISORY COMMITTEE**

Wednesday, May 17, 2000, 5:30 P.M.  
Telegraph Hill Neighborhood Center  
660 Lombard Street (between Powell & Mason)  
San Francisco, CA 94133

DOCUMENTS DEPT.

#### **AGENDA**

MAY 10 2000

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1. Roll Call
2. Approval of minutes for April 19, 2000
3. Discussion and possible action to approve the project scope of work for the action grant funds. The scope of work for the action grant will address several safety and/or ADA improvement items.
4. Discussion of House Guidelines.
5. Discussion and possible action to adopt the findings in the Friends of Fay Garden's Winter Forum summary report.
6. Staff report:
  - Rehabilitation plan update- action grant (see item 3 above)
  - Garden management report
7. Update on interest earnings related to the bequest account.
8. Activities update by The Friends of Fay Garden and Garden Volunteers
9. New Business
10. Public Comment

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11. Adjournment



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For further information contact the Planning Office at 415-831-2740.

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***Please let us know by mail, fax or e-mail to:***

***Deborah Learner  
Recreation and Park Department  
McLaren Lodge, Golden Gate Park  
50 i Sianyan Street  
San Francisco, CA 94117  
Phone: 415-831-2740/Fax: 415-666-7130  
e-mail: Deborah\_Learner@ci.sf.ca.us***

***if you would like to be removed from the Fay Park mailing list. If we do not hear from you, your name will remain on the list. Thank you***

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_



# FAY PARK FORUM

## January 20, 2000

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### PANELISTS

Russell Beatty (The Garden Conservancy)  
Charles Chase (SF Heritage)  
Nan McGuire (Michelangelo Park)  
Linda Norton (Gamble Garden Center)  
Dee Dee Workman\* (SF Beautiful)

\* Unable to attend

### RECOMMENDATIONS

Recommendations approved at the Forum meeting by Forum attendants:

1. The house should not be demolished. The house and garden should be retained as a single entity.
2. The "primary use" of Fay Park (garden and house) should be garden-related and this "primary use" will provide the basis for future decisions regarding the use of the house and the programs and events to be planned. Examples to be considered may be "Urban Gardens, "Thomas Church San Francisco Gardens, "Western Gardens", or other options to be determined.
3. An interim garden based or park related organization such as Recreation and Parks staff should be sought to occupy some part of the second floor for office use to address the concerns for security and maintenance of the house and garden at Fay Park.

Recommendations by Friends of Fay Garden following the Forum meeting:

1. An historic landscape survey, as part of a master plan for Fay Park, should be conducted as set forth in the February 25, 1999, Fay Park Guidelines. See recommendations from Beatty and Chase.
2. Any modification to Fay Park which the City proposes should have the review and approval of qualified preservationists. Friends of Fay Garden recommends that Gee Gee Platt lead that review process.



# MEETING REPORT

## Vision and Planning

### 1. Relationship Building:

**“To achieve the goals of your organization, what constituencies/individuals did you develop relationships with? Why/how have these relationships been important? Were there situations where one group in particular took control throughout the entire process?”**

*Russ Beatty:*

The Garden Conservancy and Retired Professor, Landscape Architecture, UC Berkeley

I have two examples: Ranchos Alamedos and Ruth Bancroft Gardens. Ranchos Alamedos originally was a large rancho which had been reduced over time to seven and a half acres with an historic house and historic gardens. It was purchased by the city and the city's original attempt was to upgrade it to make it look nice without regard to preserving its historical features. A non-profit foundation was established which took over the management of the property. They developed a master plan to cover interpretation, architecture and landscape of the property. The foundation must answer to the city.

The Ruth Bancroft Gardens was given to the city of Walnut Creek by Ruth Bancroft (who continues to reside on the property) in 1989. This was the first project of The Garden Conservancy (which provides a range of services in conversion of private gardens and other associated properties to public properties). The Trust for Public Land also provided some support.

*Nan McGuire:*

Michelangelo Park

First, some background: Michelangelo Park (a project that was started in 1984 and opened to the public in 1990) was originally a project of North Beach Neighbors. We convinced the San Francisco Unified School District (SFUSD) to transfer what was a former school property to the Recreation and Parks Department for the purposes of making a new park. This was a “grass roots” neighborhood “hip-pocket” park, larger than a pocket park and below street level. The design was the result of iterative design workshop and differed significantly from the original design. The park is not locked at night.

As for relationships, the SFUSD was important as they donated the space; San Francisco's Open Space Committee provided a majority of the funding which originally was to total 100% of the project but due to increased costs, a separate fund raising effort was needed. In terms of neighborhood organizations, we worked closely with North Beach Neighbors, Russian Hill Neighbors and Telegraph Hill Dwellers, as well as neighborhood design professionals who gave us pro-bono services. In terms of city agencies, we developed relationships with Department of Public Works (DPW), Recreation and Parks Department, SLUG, and the mayor's office (then-Mayor Dianne Feinstein's office).

*Charles Chase:*

San Francisco Architectural Heritage

I have two examples. The first example is Drayton Hall, a 1783 Palladian mansion on an 800 acre plantation. The house was incredibly intact. Over the years, the plantation had evolved from primarily agricultural use to gardens. The early owners had an interest in creating formal gardens that were mostly demolished during the Civil War. It was important for this project to thoroughly research the history of the house, plantation use, relationship to the river and the garden's history. The Historic

Charleston Foundation (a non-profit foundation) managed the project. The key relationships were with the Foundation, The National Trust and South Carolina State Parks.

The second example was the Eastside Community Center, a hip-pocket park located in an African-American community in Charleston. The park came about by accident as a result of the placement of some public art on two empty lots across from the Eastside Community Center as part of the 1990 Spoleto-USA music festival. When the festival ended, the artwork was to be removed. The neighbors wanted to keep the artwork and the public space. The community felt that the art provided the neighborhood with African American symbols. Achieving this required much negotiating with the city of Charleston for, among other things, the retention of art that was classified as "billboards" by the city. The neighborhood association still does most of the maintenance of this public space.

*Linda Norton:*

Elizabeth F. Gamble Garden Center, Palo Alto, CA

The Gamble house and garden are in a residential area of Palo Alto. It was a bequest of the Gamble family (of Proctor and Gamble) to the city for use either as a senior citizens or horticulture center. It took the city three years to decide on one of the uses. The Gamble Garden Center was formed as a non-profit group that would bid on the management of the property for a public horticultural center. A board was formed that included residents with significant expertise in the areas where the project would need the greatest strength when putting forward a proposal to the city. The city required a mission statement, detailed plans for renovation, operating plans, ongoing maintenance, and \$150,000-200,000 up front from fundraising. They granted the Gamble Garden Center group a two-year option on a five-year lease, providing the terms would be met. The Garden Center has recently been awarded a 10 year renewal lease.

The key relationships were with the City of Palo Alto, (mayor, zoning, parks department, etc.) experts from Filoli, Stanford, local architects, builders, landscape architects (for guidance and pro-bono work), and neighbors and citizens of Palo Alto.

The Gamble Garden Center manages the property without any cost to the city through fundraising, use fees and grants. They started with a paid horticulturist (compensation includes apartment in the upstairs of the house with caretaker/security responsibilities.) The current additional staff include an executive director, one part time office worker, a part time gardener and two additional part time workers. Volunteers supplement the paid staff. The annual budget is approximately \$300,000 of which approximately one third is salaries.

## **2. Planning/Executing the Project**

**"If changes to the structure or property were required, how did you finance it? Who performed and managed it? Were you constricted by certain requirements (bidding process, union labor requirement)? Were you able to take advantage of pro-bono services?"**

*Beatty:*

When bidding, the city always wanted us to use the lowest bidder. Eventually we developed a system of specifying requirements for bidding that would self-select the only qualified craftsman. We also developed a network of pro-bono craftsmen and artists.

*McGuire:*

We were able to get pro-bono designs, landscape architecture work, and donated plants. We used volunteers for all planting. We needed cooperation from Recreation and Park Department and Department of Public Works in order to use volunteers' pro-bono services.

*Chase:*

When using donations of goods or pro-bono work, you need to establish donation policies upfront, what is the intention of the donations, specifications for any type of work, etc.

*Norton:*

We had to ensure that all pro-bono work met city planning and zoning codes. Make sure that with pro-bono or paid work that you go for quality versus lowest bid.

### **3. History**

**"As a Thomas Church garden, the historical implications of our project are significant. What should we be mindful of?"**

*Beatty:*

Resist the pressure to move quickly. Don't do anything that is irreversible such as removing trees to provide sunlight for the roses or removing the roses because there is no sunlight. Make irreversible decisions based on a solid plan with the necessary research. Consider an historic survey for the garden and a survey for the house.

*Chase:*

I agree with Russ Beatty. I want to emphasize the importance of a qualified assessment of the property. Do the research, and get documentation on the property. From this you can develop a mission statement, policies and plans. Visible progress is not as important as a well thought out and executed plan.

### **4. Publicity**

**"How have you utilized press interest to your project's advantage? What dangers would you warn against?"**

*Beatty:*

We held special events that brought with them publicity sufficient to bring in a diversity of ethnic groups. Also, we used a newsletter to highlight our events, to provide recognition and thanks to volunteers and donors, and to inform the community.

*McGuire:*

Prepare to be misquoted, no matter how hard you try! However you do it (a newsletter is the most natural way), provide regular updates to donors and volunteers, at least every six months.



*Chase:*

Have a single source to oversee Public Relations and Communications for accuracy and consistency, and for developing relationships with the media and neighborhood associations. Have regular updates to members, donors and volunteers to keep them engaged.

## **Challenges and Logistics**

### **1. Community Issues**

**“What are some of the community issues that your projects have faced? And how did you reconcile them?”**

*McGuire:*

Neighborhood opponents were limited to a few. One or two opposed the removal of trees, another was concerned about homeless hanging out in the park. Establishing a few neighbors to “watch” over the park generally eliminated the issues.

*Chase:*

Generally, the fear of a project is greater than what actually happens. One technique in my experience is having local police stop or drive by everyday. This seemed to calm neighbors’ concerns.

*Norton:*

Unbeknownst to us, one neighbor continued to oppose the Gamble Garden Center by complaining to every city department until the city launched a complaint that included the revocation of our permits. The city determined that it was one person and not multiple persons with complaints. This pointed out the need to establish a process by which the city notifies the Gamble Garden Center of all the complaints it receives.

### **2. Fundraising/financing**

**“Is your project connected to a municipality, and if so, who pays: the city or a private source? And are your needs met? How did you initiate and maintain a fundraising effort? And how do you, if you’re in our position, successfully fund raise when there is no visible activity going on with the project such that potential donors will see value to their contributing and participating?”**

*McGuire:*

Initially, we did not intend to fundraise since the Open Space Fund monies were supposed to cover the total cost. Fundraising was done primarily through mailings and events with neighborhood organizations. A well designed brochure, stationery, etc. (design donated) was important. Fundraising was for initial work and NOT for ongoing maintenance. At our second fundraiser we posted all names of donors and volunteers on a board so that everyone could see the grassroots nature of our effort and the great reach we had into the community.

*Chase:*

Use a single image in fundraising (with brochures, stationery, etc.). Seeing neighborhood support for initial short-term fundraising as well as long-term support was crucial.

## Afternoon Session – Application to Fay Park

### 1. Fay Berrigan House – Save or Demolish?

#### Comments:

- The cost to remove the house and replace it with additional garden and/or structure (considering the grade) would be similar to renovating the house or even more expensive (Deborah Learner)
- Removal of the house could have a significant impact on neighborhood character since it anchors the corner. (Charles Chase)
- There is a critical relationship between the house and garden; removal of the house would compromise the Thomas Church garden. (Russell Beatty, Anne Tonkin and others)

*FORUM RECOMMENDATION:* Retain the house and find a suitable use.

### 2. What community is served by the park? Neighborhood, city, regional, national, international? Do we want to encourage tourists?

#### Comments

- The park is a public property so access/use must be available to all on an equal basis.
- We expect that the tourist traffic from Lombard Street, walking and driving, will result in a number of visitors, probably for very short visits (based on observations of walking tourists looking through the opening in the gate and the hole in the fence). Providing a means for people walking to view the park when not open should be considered. It is questionable whether opening of the park will increase tourist parking time at the foot of Lombard at Leavenworth.
- *Consideration should be given to keeping the park out of the tour books, if possible.*
- If we define a primary use that is targeted, even if it is a “destination,” it will result in “self selection” of visitors, particularly outside the neighborhood. The Gamble Garden Center, with a horticultural focus, is an example of this.
- It is important to have a single use (or a primary use) that acts as the mission and focus for decisions on programs, events, use of space, etc. (Linda Norton)

*FORUM RECOMMENDATION:* The “primary use” of the park should be designated for “garden use.” Options include “Urban Gardens,” Thomas Church Gardens, “Western Gardens.”

### 3. Use of the House

#### Comments

- Need to revisit the house guidelines. (Deborah Learner)
- Residential use – Deborah Learner stated that there were so many legal issues with having anyone reside on park property, including a caretaker or security person, that this would not be recommended.
- Need to consider short term or interim versus long term uses; Learner recommends going slow on use of the house.
- May multiple uses be an option? Yes, we can separate use of upper floor versus ground floor (offices versus public space). We would like to have a “primary use” for the park property but this does not preclude the following uses – library, archive, programs, events (teas, lectures, meetings, etc.).
- Getting an interim presence in the house is a high priority.
- Need to establish a following.

*FORUM RECOMMENDATION:* Move quickly to get a presence in the upper floor of the house for office use. This could be offices for Recreation and Parks and/or a leasor who has a Parks relationship.





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**NOTICE OF PUBLIC MEETING**

**FAY PARK ADVISORY COMMITTEE**

Wednesday, June 21, 2000, 5:30 P.M.  
Telegraph Hill Neighborhood Center  
660 Lombard Street (between Powell & Mason)  
San Francisco, CA 94133

**AGENDA**

1. Roll Call
2. Approval of minutes for May 17, 2000
3. Discussion of House Guidelines- Review of both near and long term management and operation guidelines.
4. Discussion and possible action to adopt the recommendations identified in the Friends of Fay Garden's Winter Forum report. Recommendations are listed below.
5. Staff report:
  - Rehabilitation plan update- action grant and fence
  - Garden management report
6. Activities update by The Friends of Fay Garden and Garden Volunteers
7. New Business
8. Public Comment  
At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.
9. Adjournment

**Winter Forum Recommendations:**

- The house should not be demolished. The house and garden should be retained as a single entity.
- The "primary use" of Fay Park (garden and house) should be garden-related and this "primary use" will provide the basis for future decisions regarding the use of the house and the programs and events to be planned. Examples to be considered may be "Urban Gardens, "Thomas Church San Francisco Gardens, "Western Gardens", or other options to be determined.
- An interim garden based or park related organization such as Recreation and Parks staff should be sought to occupy some part of the second floor for office use to address the concerns for security and maintenance of the house and garden at Fay Park.
- An historic landscape survey, as part of a master plan for Fay Park, should be conducted as set forth in the February 25, 1999, Fay Park Guidelines.
- Any modification to Fay Park, which the City proposes, should have the review and approval of qualified preservationists.

**If you have any questions regarding the above information or would like additional information related to any the agenda items, please contact the Recreation and Park Department at 831-2742.**

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For further information contact the Planning Office at 415-831-2740.



## NOTICE OF PUBLIC MEETING

### FAY PARK ADVISORY COMMITTEE

Wednesday, August 23, 2000, 5:30 P.M.

Telegraph Hill Neighborhood Center

660 Lombard Street (between Powell & Mason)

San Francisco, CA 94133

### AGENDA

1. Roll Call
2. Approval of minutes for June 21, 2000
3. Discussion of House Guidelines- Review of both near and long term management and operation guidelines. (discussion only)
4. Update on the Fay Park bequest funds.
5. Staff report:
  - Rehabilitation plan update
  - Action Grant and fence update
  - Garden management report
6. Activities update by The Friends of Fay Garden and Garden Volunteers
7. New Business
8. Public Comment

At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.
9. Adjournment

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## **NOTICE OF PUBLIC MEETING**

### **FAY PARK ADVISORY COMMITTEE**

Wednesday, September 20, 2000, 5:30 P.M.

Telegraph Hill Neighborhood Center

660 Lombard Street (between Powell & Mason)

San Francisco, CA 94133

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### **AGENDA**

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1. Roll Call
2. Approval of minutes for August 23, 2000
3. Continue discussion of House Guidelines- Review of both near and long term management and operation guidelines. (discussion only)
4. Staff report:
  - Rehabilitation plan update
  - Action Grant review
  - Garden management report
6. Activities update by The Friends of Fay Garden and Garden Volunteers
7. New Business
8. Public Comment

At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.
9. Adjournment

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## **NOTICE OF PUBLIC MEETING**

### **FAY PARK ADVISORY COMMITTEE**

Wednesday, January 17, 2001, 6:00 P.M.

Telegraph Hill Neighborhood Center

660 Lombard Street (between Powell & Mason)

San Francisco, CA 94133

### **AGENDA**

1. Roll Call
2. Approval of minutes for September 20, 2000
3. Discussion and possible action to approve the Fay Park House Guidelines for recommendation to the Recreation and Park Commission.
4. Staff report:
  - Rehabilitation plan update:
    - RFP for historic landscape/structures report and garden master plan.
    - property fence update
  - Action Grant review-use of available funds
  - Garden management report
  - Committee member update
5. Discussion regarding 2001 meeting schedule.
6. Activities update by The Friends of Fay Garden and Garden Volunteers
7. New Business
8. Public Comment

At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.
9. Adjournment

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## FAY PARK HOUSE GUIDELINES

Revisions: 5/17/00, 8/23/00, 9/20/00, 12/26/00

### FAY PARK MISSION STATEMENT

Guide the transition from Private Home and Garden to public park, with a sustainable plan for long term use and maintenance to provide public access and recreational use per the City Charter requirements.

### A. NEAR TERM OPERATION AND MANAGEMENT

#### USE POLICY

1. In the near term, two park employees – such as the Park Maintenance Area Supervisor and the Principal Recreation Supervisor of the Northern Section responsible for parks and recreation services for the area, which includes Fay Park, will occupy an office at the site.
2. Meetings of the *Fay Park Advisory Committee*, park volunteers, including docents and park maintenance volunteers, supervised by Department Staff, will meet in the house on an ongoing basis. Prior to meetings being held in the house, the facility shall be made accessible to the public.
3. Meetings that take place in the house will be associated with the support, management and maintenance of the property or as permitted under the tours and small events section.
4. A Staff drafted use policy will be prepared identifying the type and frequency of events and the number of participants allowed in the house. This policy should be reviewed by the Advisory Committee and approved by the Recreation and Park Commission. All events should be in keeping with activities expected in other homes and facilities in the surrounding neighborhood.
5. The schedule of activities to take place in the house would be reviewed by the Recreation and Park Department, with input by the Fay Park Advisory Committee, to assure that they conform to the recreational purpose of park property as addressed in the City Charter, *the Fay Berrigan Bequest* and the specific mission of Fay Park. These activities will be posted at the entrance of the Park.
6. Public use of the house will not be permitted *before 8:00 A.M. and* after 10:00 P.M.
7. An intrusion alarm will be maintained by the Department. (completed)
8. No smoking is permitted in the house.
9. *This use policy should be referred to the Planning Department's Office of Environmental Review to determine if additional environmental review is required. This review should be completed before the policy is adopted by the Recreation and Park Commission.*

#### HOUSE MANAGEMENT

1. *A Staff drafted house management plan will be prepared in consultation with the Fay Park Advisory Committee and shall be approved by the Recreation and Park Commission.*

#### HISTORIC STRUCTURES REPORT

1. An historic structures report should be prepared for the house, which will assist and guide the rehabilitation plan. An architectural and engineering review of the house will be required to document existing conditions.

## REHABILITATION PLAN

1. *A rehabilitation plan (master plan) will be prepared for the house in consultation with the Fay Park Advisory Committee and shall be approved by the Recreation and Park Commission. The rehabilitation plan will utilize both the historic garden report and the historic structures report as a guideline for all improvements.*
2. *The proposed use policy, management plan and rehabilitation plan for the house will be sent to the Planning Department for environmental evaluation.*
3. *All improvements proposed for the house shall be reviewed by the Fay Park Advisory Committee and approved by the Recreation and Park Commission.*
4. *Renovation and/or restoration plans for the house must comply with the Americans with Disabilities Act (ADA) and shall address to utilize The Secretary of the Interior's Standard for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings.*

## B. LONG TERM MANAGEMENT AND OPERATION

### USE FEE

- ~~1. A use fee may be considered, only if it is demonstrated that such a fee is critical for the park's operation, maintenance and capital improvement requirements.~~
- ~~2. A fee structure must consider the needs of youth, elderly and low income visitors.~~
1. The imposition of a use fee would require ~~a hearing before approval by~~ the Recreation and Park Commission and approval by the Board of Supervisors. The criteria by which a fee proposal will be considered include: (1) demonstration that such a fee is critical for the park's operation, maintenance and capital improvement requirements, (2) the fee structure considers the needs of youth, elderly and low-income visitors.
2. The collection of fees must be done in a manner that is accountable to the public and the Recreation and Park Department. ~~, and must be audited on an annual basis.~~ Fees will be collected and accounted for in accordance with the standard City process.

## TOURS AND SMALL EVENTS

1. A permit policy shall be developed that identifies the *types of activities* that may be allowed ~~provided~~ and will determine their number and frequency. Visitation guidelines, i.e. types of activities permitted, which would relate to the mission of the park, and number of activities and fee schedules, should be reviewed by the Advisory Committee with a recommendation made to the Recreation and Park Commission for consideration.

## PUBLIC PROCESS & APPROVALS

1. The Department will endeavor to bring matters of policy, rehabilitation and repairs, long-term planning, budget and expense issues to the Fay Park Advisory Committee before being presented to the Recreation and Park Commission or the Board of Supervisors for approval.

- ~~1. Activities including, but not limited to, policies, activities, proposals and rehabilitation and use plans, budgets and expenses will be presented to *the Fay Park Advisory Committee* before being presented for approval to the Recreation and Park Commission or Board of Supervisors as applicable.~~

#### **APPROVALS**

- ~~1. Policies, activities, proposals and rehabilitation plans for both the garden and house must be reviewed by Recreation and Park Department Staff and approved by the Recreation and Park Commission before they are implemented. Building permits or other approvals needed to implement rehabilitation or repairs should first be reviewed by the Fay Park Advisory Committee.~~

#### **FUNDRAISING**

1. Both private and public funds will be sought to maintain and restore the house and garden. The Fay Park Advisory committee will endeavor to act as a clearinghouse through which all fund raising efforts are coordinated. Fundraising plans ~~should~~ shall be reviewed by the Recreation and Park Department prior to implementation. ~~and reviewed and commented on by the Advisory Committee.~~

#### **PARK PARTNERSHIP AGREEMENT**

1. A park partnership agreement with a non-profit organization or a foundation may be considered as a possible long-term option for the operation and management of this facility.







## NOTICE OF PUBLIC MEETING

### FAY PARK ADVISORY COMMITTEE

Wednesday, February 21, 2001, 6:00 P.M.

Telegraph Hill Neighborhood Center  
660 Lombard Street (between Powell & Mason)  
San Francisco, CA 94133

### AGENDA

1. Roll Call
2. Approval of minutes for January 17, 2001
3. Review and comment on the Fay Park House Guidelines.
4. Staff report:
  - Rehabilitation plan update:
    - property line fence
  - Action Grant project review
  - Garden management report
  - Committee member review- nominations for vacant positions
5. Activities update by The Friends of Fay Garden and Garden Volunteers
6. New Business
7. Public Comment

At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.
8. Adjournment

If you have any questions regarding the above information or would like additional information related to any the agenda items, please contact the Recreation and Park Department at 831-2742.

Accessible MUNI line serving this location are the #15 Third Street, #39 Coit Tower (both accessible) and #30 Stockton as well as the Powell-Mason cable car. The closest BART station is located at Montgomery and Market. Oral interpreters are available by contacting Deborah Leamer at (415) 831-2741. Sign language interpreters are available on request by contacting Tim Lillyquist at (415) 831-2774 at least two working days prior to the meeting. The TDD phone number for the Recreation and Park Department is (415) 554-8922. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call Tim Lillyquist at (415) 831-2774 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

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For further information contact the Planning Office at 415-831-2740.





## NOTICE OF PUBLIC MEETING

### FAY PARK ADVISORY COMMITTEE

Wednesday, March 21, 2001, 6:00 P.M.

Telegraph Hill Neighborhood Center

660 Lombard Street (between Powell & Mason)

San Francisco, CA 94133

DOCUMENTS DEPT.

### AGENDA

MAR 19 2001

SAN FRANCISCO  
PUBLIC LIBRARY

1. Roll Call
2. Approval of minutes for February 21, 2001
3. Review and comment on the Fay Park House Guidelines. (discussion only)
4. Staff report:
  - Rehabilitation plan update:
    - property line fence
  - Action Grant project review
  - Garden management report
5. Activities update by The Friends of Fay Garden and Garden Volunteers
6. New Business
7. Public Comment

At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.
8. Adjournment

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For further information contact the Planning Office at 415-831-2740.



## **NOTICE OF PUBLIC MEETING**

### **FAY PARK ADVISORY COMMITTEE**

Wednesday, May 16, 2001, 6:00 P.M.  
Telegraph Hill Neighborhood Center  
660 Lombard Street (between Powell & Mason)  
San Francisco, CA 94133

### **AGENDA**

1. Roll Call
2. Approval of minutes from February 21, 2001
3. Staff report:
  - Status of the House Guidelines (discussion only)
  - Rehabilitation plan update:
    - east property line fence
  - Action Grant project review (Friends)
  - Garden management report
4. Activities update by The Friends of Fay Garden and Garden Volunteers
5. New Business
6. Public Comment

At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.
7. Adjournment

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MAY 11 2001

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For further information contact the Planning Office at 415-831-2740.



## NOTICE OF PUBLIC MEETING

### FAY PARK ADVISORY COMMITTEE

Wednesday, July 18, 2001, 6:00 P.M.  
Telegraph Hill Neighborhood Center  
660 Lombard Street (between Powell & Mason)  
San Francisco, CA 94133

DOCUMENTS DEPT.

### AGENDA

JUL 16 2001

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1. Roll Call
2. Approval of minutes for May 16, 2001
3. Discussion and possible action to approve the Fay Park House Guidelines for recommendation to the Recreation and Park Commission.
4. Staff Reports:
  - Rehabilitation plan update:
    - update on planning/design strategy for garden
  - Action Grant- review use of funds
  - Garden management report
  - Committee member update
5. Activities update by The Friends of Fay Garden and Garden Volunteers
6. New Business
7. Public Comment

At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.
8. Adjournment

07-16-01A10:35 RCVD

If you have any questions regarding the above information or would like additional information related to any the agenda items, please contact the Recreation and Park Department at 831-2742.

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For further information contact the Planning Office at 415-831-2740.



**DRAFT**

(For review and comment only)

JUL 16 2001

SAN FRANCISCO  
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7/13/01

**FAY PARK MISSION STATEMENT**

**Guide the transition from Private Home and Garden to public park, with a sustainable plan for long term use and maintenance to provide public access and recreational use per the City Charter requirements.**

**USE POLICY**

1. A Staff drafted use policy will be prepared identifying the type and frequency of events and the number of participants allowed in the house at any one time. The policy will also identify how and when the general public will be allowed to access the house. This policy shall be reviewed by the Fay Park Advisory Committee and approved by the Recreation and Park Commission.
  - a. All proposed events shall be in keeping with activities that occur in homes, academic facilities and park facilities in the surrounding neighborhood.
  - b. All proposed events shall be reviewed by the Recreation and Park Department and by the Fay Park Advisory Committee to insure that they conform to the recreational purpose of park property as addressed in the City Charter, the Fay Berrigan Bequest and the specific mission of Fay Park.
  - c. Should valet parking services be utilized for events, off street parking shall be required.
  - d. Public use of the house will not be permitted before 8:00 A.M. and after 10:00 P.M.
  - e. This use policy shall be referred to both the Planning Department's Office of Environmental Review to determine if additional environmental review is required and to the Planning Department for a general plan referral. These reviews shall be completed before the policy is submitted to the Recreation and Park Commission.
  - f. Prior to opening the house for public use, the facility must first be modified to comply with all applicable City/State Building and Americans with Disability Act (ADA) codes and requirements.
2. Two park employees – such as the Park Maintenance Area Supervisor and the Principal Recreation Supervisor of the Northern Section responsible for parks and recreation services for the area, may occupy an office at the site. Following approval of these guidelines, Staff will occupy this space until the Department identifies and approves an alternate use or implements an agreement with a non-profit organization or foundation to assist in the operation and management of the facility.
3. Meetings that take place in the house shall be associated with the support, management and maintenance of the property or as permitted under the tours and small events section.

- a. Meetings of the Fay Park Advisory Committee, park volunteers, including docents and park maintenance volunteers, supervised by Department Staff, will meet in the house on an ongoing basis once the facility is modified to comply with applicable ADA requirements.
- b. General public access and tours and small events will not be allowed in the house until, (1) the facility complies with all applicable life and safety codes as well as ADA codes and requirements; (2) the use policy has received environmental review approval; and (3) the use policy is approved by the Recreation and Park Commission.

## **REHABILITATION PLAN**

1. An historic structures report shall be prepared for the house, which will assist and guide the rehabilitation plan. An architectural and engineering review of the house will be required to document existing conditions.
2. A rehabilitation plan (master plan) will be prepared for the house in consultation with the Fay Park Advisory Committee and shall be approved by the Recreation and Park Commission. The rehabilitation plan will utilize both the historic garden report and the historic structures report which will serve as guidelines for all improvements.
3. Renovation and/or restoration plans for the house must comply with City/State building codes, planning codes and ADA codes and shall utilize The Secretary of the Interior's Standard for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings. When appropriate, renovation and restoration plans shall be submitted to the Planning Department and the Department of Building Inspection for review.
4. The proposed rehabilitation plan for the house will be sent to the Planning Department's Office of Environmental Review for their review and environmental determination.
5. All improvements proposed for the house shall be reviewed by the Fay Park Advisory Committee and approved by the Recreation and Park Commission.

## **HOUSE MANAGEMENT/ MAINTENANCE PLAN**

1. A Staff-drafted house management and maintenance plan shall be prepared in consultation with the Fay Park Advisory Committee and shall be approved by the Recreation and Park Commission. This management and maintenance plan shall outline how the Department will manage the facility as it pertains to both the use policy and tours and small events. This plan shall also outline objectives and policies as well as recommendations for on-going maintenance and routine repairs. These objectives and policies shall utilize the information provided in the rehabilitation plan and the historic structures report.
2. The Department shall maintain an intrusion alarm system.
3. No smoking is permitted in the house.

## **TOURS AND SMALL EVENTS**

1. A special permit policy shall be developed that identifies the types of tours and small events that may be allowed in the house. This policy will establish visitation guidelines outlining the types of

activities permitted including their number and frequency. This permit policy shall utilize the approved use policy as a guideline for its development

- a. This permit policy shall be sent to the Planning Department's Office of Environmental Review for their review and environmental determination.
- b. This permit policy shall be reviewed by the Fay Park Advisory Committee and approved by the Recreation and Park Commission.

## **USE FEE**

1. A use fee may be considered for activities and events outlined in the use policy, tours and small events or as negotiated in the terms of a park partnership agreement. The criteria by which a fee proposal will be considered include: (1) demonstration that such a fee is critical for the park's operation, maintenance and capital improvement requirements, (2) the fee structure considers the needs of youth, elderly and low-income visitors. The imposition of a use fee would require approval by the Recreation and Park Commission and approval by the Board of Supervisors.

## **PUBLIC PROCESS & APPROVALS**

1. The Department shall bring matters of policy, rehabilitation and repairs, long-term planning, budget and expense issues to the Fay Park Advisory Committee before they are presented to the Recreation and Park Commission or the Board of Supervisors for approval.

## **FUNDRAISING**

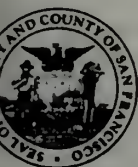
1. Both private and public funds will be sought to maintain and restore the house and garden. The Advisory Committee shall act as a conduit through which all private fund- raising efforts are coordinated.

## **PARK PARTNERSHIP AGREEMENT**

1. A park partnership agreement with a non-profit organization or a foundation may be considered as a possible long-term option for the operation and management of this facility. In the event that a park partnership agreement is established, the use policy, house management/maintenance plan, permit policy and use fee schedule will be negotiated as part of the agreement.







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OCT 15 2001

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## **NOTICE OF PUBLIC MEETING**

### **FAY PARK ADVISORY COMMITTEE**

**Wednesday, October 17, 2001, 6:00 P.M.**

**Telegraph Hill Neighborhood Center  
660 Lombard Street (between Powell & Mason)  
San Francisco, CA 94133**

### **AGENDA**

1. Roll Call
2. Discussion and possible action to approve the Fay Park House Guidelines.  
(The guidelines have not changed since the last distribution. Copies will be made available at the meeting or upon request.)
3. Staff report:
  - Rehabilitation plan update:
    - east property line fence
    - garden rehabilitation design work
  - Garden staff report
4. Activities update by The Friends of Fay Garden and Garden Volunteers
5. New Business
6. Public Comment  
At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.
7. Adjournment

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For further information contact the Planning Office at 415-831-2740.



**NOTICE OF PUBLIC MEETING****FAY PARK ADVISORY COMMITTEE**

Wednesday, February 20, 2002, 6:00 P.M.

Telegraph Hill Neighborhood Center

660 Lombard Street (between Powell & Mason)  
San Francisco, CA 94133

DOCUMENTS DEPT.

**AGENDA**

FEB 15 2002

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1. Roll Call
2. Introduce the design team for the garden renovation project.
3. Review the draft Fay Garden Historic Landscape Report. (discussion only)
4. Begin discussion on the garden master plan phase of the design process.  
Discussion will focus on identifying the appropriate renovation options for the garden. (discussion only)
5. Staff report:
  - Rehabilitation plan update:
    - house improvement items (exterior painting & roof repair)
  - Garden staff report
6. Activities update by The Friends of Fay Garden and Garden Volunteers
7. New Business
8. Public Comment  
At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.
9. Adjournment

02-15-02A11:30 REVII

If you have any questions regarding the above information or would like additional information related to any of the agenda items, please contact the Recreation and Park Department at 581-2542.

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JUN 4 2002

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## NOTICE OF PUBLIC MEETING

### FAY PARK ADVISORY COMMITTEE

Wednesday, June 12, 2002, 6:00 P.M.  
Telegraph Hill Neighborhood Center  
660 Lombard Street (between Powell & Mason)  
San Francisco, CA 94133

### AGENDA

1. Roll Call
2. Discussion and possible action to approve the Fay Garden Historic Landscape Report. (action item) *(copies will be made available upon request and/or the report can be viewed on the department web page at [www.parks.sfgov.org](http://www.parks.sfgov.org))*
3. Discussion and possible action to approve the garden Master Plan proposal. The presentation format will be in draft form and will include all of the elements that have been previously discussed along with a few design options for elements that still require review. (action item)
4. Staff report:
  - Rehabilitation plan update:
    - house improvement items (exterior painting & roof repairs)
  - Garden staff report
6. Activities update by The Friends of Fay Garden and Garden Volunteers
7. New Business
8. Public Comment
 

At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.
9. Adjournment

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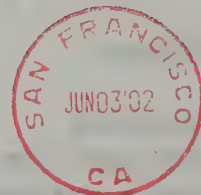
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RECREATION AND PARK DEPARTMENT  
CAPITAL IMPROVEMENT DIVISION  
30 VAN NESS AVENUE, 5TH FLOOR  
SAN FRANCISCO, CA 94102

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**NOTICE OF PUBLIC MEETING**  
**\*REVISED MEETING DATE\***

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JUN 10 2002

**FAY PARK ADVISORY COMMITTEE**

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Wednesday, June 19, 2002, 6:00 P.M.

Telegraph Hill Neighborhood Center  
660 Lombard Street (between Powell & Mason)  
San Francisco, CA 94133

**AGENDA**

1. Roll Call
2. Discussion and possible action to approve the Fay Garden Historic Landscape Report. (action item) *(copies will be made available upon request and/or the report can be viewed on the department web page at [www.parks.sfgov.org](http://www.parks.sfgov.org))*
3. Discussion and possible action to approve the garden Master Plan proposal. The presentation format will be in draft form and will include all of the elements that have been previously discussed along with a few design options for elements that still require review. (action item)
4. Staff report:
  - Rehabilitation plan update:
    - house improvement items (exterior painting & roof repairs)
  - Garden staff report
6. Activities update by The Friends of Fay Garden and Garden Volunteers
7. New Business
8. Public Comment

At this time, members of the public may address the Committee on items that are within the subject matter jurisdiction of the Fay Park Advisory Committee and that do not appear on the agenda.
9. Adjournment

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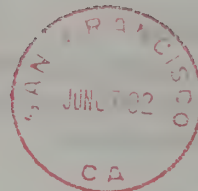
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